

Virginia Economic Bridge, Inc.

Intern Opportunities and Requirements for Spring 2009/Summer 2009 www.virginiaeconomicbridge.org

Please contact Sheree LaCasse at slacasse@vebinc.org or 540-731-6800 to find out more about the VEB Internship Program.

Virginia Economic Bridge, Inc., (VEB) is a non-profit organization located at the Radford University Business Technology Park, Suite 1200, at 7035 Lee Highway in Radford, VA. VEB promotes the economic vitality of Virginia through business, economic, education and workforce development initiatives.

Virginia Economic Bridge, Inc., partners with New River Community College, Radford University, Virginia Tech and Wytheville Community College to offer paid and unpaid internships that provide solid, on-the-job learning experiences for students. Interns are expected to commit to working 12 -20 hours a week. They are not required to work during school holidays; we will work with students around exam schedules.

Every intern is provided the opportunity to grow personally, professionally and technologically during their internship with us. We take the role of mentoring students of all ages seriously. Please visit our website at www.virginiaeconomicbridge.org to learn more about the organization.

There are some specific projects that the VEB staff will be working on during the fall and spring semesters of 2008/2009. These are interesting and absorbing projects that will tap into multiple skills and involve contact with community leaders, economic development officers and legislative representatives. Students will perform online research, assist in data entry, event preparation, writing and proof reading and additional tasks related to business, workforce and economic development in SWVA. Interns will learn to multi-task and working as part of a team.

Following is a brief overview of our primary programs for the next 6 months:

Return to Roots (RTR) www.returntoroots.org

Funded by a Special Projects grant from the Tobacco Commission, Return to Roots will reach out to former residents and companies through its web site www.ReturnToRoots.org, a direct mail campaign and the news media to inform prospective employees about employment opportunities available in Southwest and Southern Virginia. The site links these potential employees to regional companies with job openings.

Virginia's Business Pipeline (VBP) www.virginiaeconomicbridge.org

VBP is an on-line database composed solely of Virginia based companies. Currently, there are more than 19,000 members. The data is self-defining and anyone visiting the website can view and search the database by user-defined or pre-defined criteria to find potential customers for their products and services or sources for their own needs.

Virginia's Linked Workforce Showcase (VLWS)

www.linkedworkforce.org/LWShowcase

Showcases are held quarterly. This program brings together SWVA and NOVA companies by industry sector code for one-on-one roundtable discussions to create strategic partnerships.

"A Quick Look at..." www.linkedworkforce.org/regional_data

Economic data is analyzed and presented for Planning Districts 1-5 and 8, VEB's area of coverage. Research is beginning to add historical information to the regional data.

Virginia's Great Southwest! - Regional Website www.SWVAonline.org

We are working on a regional website showcasing the entire Southwestern Virginia area. This site includes demographic data, business listings, regional attractions and other interesting facts about the region.

We are specifically looking for interns to help in the following areas:

Computer Programmer/Business IT

Intern should possess proficiency with Java, Java Script, Visual Basic, ASP, HTML, Flash and ACCESS. Intern must be familiar with Adobe Photoshop. Knowledge of Freehand, Illustrator, Acrobat and MS Office are a plus. A minimum of junior/senior course work completion with portfolio is preferred. Need for a minimum of 12 -20 hours per week.

Website Designer

Intern should possess proficiency with Macromedia Dreamweaver, Fireworks and Flash. Intern must be proficient with Adobe Photoshop. Intermediate experience with Java, Java Script, Visual Basic, HTML, Adobe Illustrator and ACCESS desired. Knowledge of Freehand, Acrobat and MS Office are a plus. A minimum of junior/senior course work completion with portfolio is preferred. Need for a minimum of 12 -20 hours per week.

Multi-media Designer

Intern will assist in development of marketing materials including interactive CD-ROM's, promotional web materials, electronic newsletters, one-pagers, report layouts, presentation materials, as well as the design of web graphics. Intern will assist Webmaster with website design. Candidate should possess proficiency with Macromedia Flash, Fireworks, Dreamweaver; Quark, Adobe Photoshop and Microsoft

PowerPoint. Intern must be familiar with Illustrator, Acrobat and MS Office. Knowledge of Freehand and Front Page a plus. Need for a minimum of 12 -20 hours per week.

Marketing/Graphic Design Internship

This student will review the current marketing efforts and assist in the further branding of our products. A strong marketing background is needed for this position. This intern should have excellent communication skills and proven ability to multi-task. He or she will assist in development of marketing materials including one-pagers, report layouts, presentation materials, as well as the design of web graphics. Intern will assist with media contacts as well as coordinating other publicity. Candidate should possess proficiency with Quark, Adobe Photoshop, Microsoft Publisher, and Microsoft PowerPoint. He or she must be familiar with Illustrator, Acrobat and MS Office. Knowledge of Freehand, Flash and Dreamweaver are a plus. Need to work 12 -20 hours a week.

Technical Writing & Media Internship

Intern must have excellent communication skills and proven ability to multi-task. The intern will assist in writing *News @VEB*, a monthly newsletter, Quarter's End, and VBP *E-Blasts*, *E-Trainers*, *VBP Newsletter* and press releases to local and regional newspapers. Intern should be able to write clear, logical sentences and paragraphs appropriate for the business world and be able to edit and proofread. A background in technical writing would be an advantage. The student will need to be able to research economic, workforce and business websites. The intern will be posting events to the Virginia's Business Pipeline calendar on the website. The student should possess proficiency in MS Office. Knowledge of Quark, Adobe Photoshop, Microsoft Publisher, and Microsoft PowerPoint a plus! Need for a minimum of 12 -20 hours per week.

Communications Internship

This position can be combined with the previous description. The intern will perform outreach to businesses and the community through advertising, radio, and television media. The intern will maintain and update databases on media contacts. The student must be comfortable in interacting with media relations and community leaders, businesses and economic development organizations on the phone. Creativity in developing outreach materials is an asset. Good spoken and written communications is important. The student will update and maintain the VEB, Inc., Regional Calendar of Events. Student will assist in Public Relations outreach. Candidate should possess proficiency in MS Word, Outlook and Access. Knowledge of Quark, Adobe Photoshop, Microsoft Publisher, and Microsoft PowerPoint a plus! Need for a minimum of 12 -20 hours per week.

Fundraising/Development Research Assistant

Intern will perform research to gather information to help in fundraising and donor campaigns. The intern will assist in launching a donor campaign including developing a list of potential donors and writing newsletters, advertisements and press releases.

He or she must be comfortable contacting area businesses, workforce and economic development organizations. Candidate should possess proficiency MS Word, Outlook and Access. Strong writing skills required. Knowledge of Quark, Adobe Photoshop, Microsoft Publisher, and Microsoft PowerPoint a plus! Need for a minimum of 12 -20 hours per week.

Database Administrative Assistant

Primary work functions will combine maintaining records and files, receiving, screening, reviewing and verifying documents and searching for, compiling, coding and entering data for the purpose of systematic ease, access and retrieval of stored materials. Intern must be proficient in Access and Excel. Need for a minimum of 12 - 20 hours per week.

Economic Research Assistant

Intern's primary focus is gathering and analyses of economic data for VA's Planning Districts 1-5. Intern will also research to gather information about business, workforce and economic development in Southwestern Virginia. He or she must be comfortable contacting area businesses, workforce and economic development organizations. Intern will develop surveys and perform statistical analysis as needed. Candidate should possess proficiency in MS Word, Excel and Access. Strong writing skills required. Knowledge of SPSS a plus! Need for a minimum of 12 -20 hours per week.

Grant Writing Research Assistant

Intern will perform research concerning possible grant opportunities and assist in collecting information needed to apply for specific grants as well as help in writing the grants. He or she must be comfortable contacting area business, workforce and economic development organizations. Candidate must be proficient in MS Office. Strong writing skills required. Need for a minimum of 12 -20 hours per week.

Administrative Support

Intern will be responsible for all aspects of office support activities including filing, database management, mail pick up & delivery, customer/client relations, telephone, fax and copier, etc. Intern must have good grammar and punctuation skills and be able to proofread. Intern will work closely with Office Manager to the President. Intern must be proficient in MS Office. Need for a minimum of 12 -20 hours per week.